

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling.

DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with the U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov/>.

Who May Apply: Status Candidates which include:

- Current federal employees with competitive status
- Former federal employees with reinstatement eligibility
- Persons eligible for non-competitive appointment under special hiring authorities
- Veterans' preference eligible or veterans who have been separated from the Armed Forces under honorable conditions after substantially completing at least three consecutive years of active duty.
- Please visit http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/ or <http://www.opm.gov/staffingPortal/Vetguide.asp> for more information on these appointment eligibilities.
- For definitions of terms found in this announcement, please see <http://www.dhs.gov/careers>.

Organizational Location: This position is with the Department of Homeland Security, U.S. Customs and Border Protection, Office of International Trade, located in Washington, DC.

Note: One or more selections may be made using this job opportunity announcement.

Travel Required: Occasional Travel

Travel Description: You may be required to travel up to 10% annually.

Relocation Authorized: No

You must be a U.S. citizen to apply for this position

You must successfully pass a background investigation

Selective Service registration

Residency requirement

- Providing Paperwork Reduction Act (PRA) guidance to agency program offices and determining whether the information collected by the agency is covered by the PRA;
- Communicating with internal and external stakeholders regarding information requests under the PRA;
- Estimating the time burden associated with the information collections, preparing federal register notices and other documents required for new and existing information collections, and exploring ways to reduce or eliminate the time burden associated with CBP's information collections;
- Responding to public comments regarding CBP's information collections; and
- Providing training to CBP offices to ensure compliance with the PRA.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You qualify for the GS-12 level if you possess one year of specialized experience at the GS-11 level or equivalent performing duties such as:

- Providing assistance to higher graded analysts by developing background information for studies;
- Researching official documents and compiling and charting statistical data;
- Gathering, summarizing, and analyzing information for incorporation into final reports;
- Carrying out specified portions or segments of specific projects; and
- Identifying and recommending solutions to problems.

You qualify for the GS-13 level if you possess one year of specialized experience at the GS-12 level or equivalent performing duties such as:

- Supporting development and evaluation of policies in assigned program areas;
- Assisting in coordination of activities of sub-office support staff;
- Assisting in the design and implementation of planning and controls for submission of data; and
- **P**lanning, organizing, and supporting team and task force efforts across organization lines including the ability to monitor progress to ensure that objectives are accomplished in a timely manner.

Time-in-Grade: Current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service.

The qualifications listed above must be met by Tuesday, October 06, 2015 and are subject to verification at any stage of the application process.

Human Resources will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, your knowledge, skills and abilities (KSAs) will be rated between 70 and 100 based on your responses to the online assessment. If you are eligible for placement under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP), you must earn a score of 85 or above to be considered well qualified.

The KSAs for this position are:

- Knowledge of analytical and management tools, theories, and resources to provide a comprehensive approach to management issues and programs
- Ability to communicate effectively to explain technical matters in understandable terms
- Ability to organize, manage, and coordinate complex projects, programs, and activities to meet planning needs and requirements
- Knowledge of program control and training development

To begin your online application, click the "**Apply Online**" button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the

"Required Documents" section below for additional information. All application materials must be submitted by 11:59 p.m. Eastern Standard Time on Tuesday, October 06, 2015

You are not required to submit official documentation as part of your application package. However, if selected, you must provide the required official documentation prior to appointment.

We strongly encourage you to apply online. If you cannot apply online, you may FAX your résumé, assessment questionnaire, and supporting documents to (478) 757-3144. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf.

If any part of your application is not received, it will be evaluated solely on the information available.

- **Your resume:** A resume describing your job-related qualifications is required and must be in English. It should contain each position title, grade (if Federal), your duties, accomplishments, the dates you held each position, and your work schedule and salary so we may best assess your qualifications.
- **Your responses to the [View Occupational Questionnaire](#)**
- **Are you a current or former Federal employee?** Please submit a copy of your most recent SF-50, Notification of Personnel Action. Your SF-50 should show your competitive status: Tenure 1 or 2 in Block 24 and Position Occupied 1 in Block 34. The SF-50 should also reflect the highest grade held on a permanent basis or the full performance level of your current position, whichever is higher. Current CBP employees are not required to submit an SF-50.
- **Are you a veteran?** If you are applying under a special veteran appointing authority, you must submit a DD 214 (Member Copy 4--reflecting qualifying medal(s) or service period) and a VA Disability Award letter dated 1991 or later (if applicable). Current federal employees applying under the VEOA authority must submit a qualifying SF-50B to show they meet time-in-grade requirements. If you are currently serving on active duty, you must submit a written statement from the armed forces certifying your dates of service and your rank. If you apply with a written statement at this stage, your preference will be verified by a DD 214 (Member Copy 4) upon separation from the military. Veterans preference points are not applicable to Merit Promotion announcements; veterans documentation is required only to verify eligibility. To learn more click on the link <http://www.fedshirevets.gov/job/vetpref/index.aspx>
 - You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indicator of quality of prior experience, no points will be assigned.
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department of National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
- **Do you wish to be considered under a Special Appointing Authority?** [Veterans](#), [Military Spouses](#), [Peace Corps/VISTA volunteers](#), and [individuals with disabilities](#) possess a wealth of unique

talents, experiences, and competencies that can be invaluable to the CBP mission. If you are a member of one of these groups, you may not have to compete for federal jobs. To determine your eligibility and to understand the documentation [that](#) is required with your application, click on the links above and/or contact the Indianapolis Hiring Center.

It is your responsibility to verify that all information entered, uploaded, or faxed (e.g., resume, veterans documentation, completed assessment, and/or SF-50's) is received and accurate.

Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date of this announcement.

Applications and supporting documentation will not be accepted by mail or e-mail. The address below is for inquiries only. If you are unable to apply online, please contact the Hiring Center listed at the end of this job announcement at least two days prior to the closing date for further instructions. You may apply more than once; however, only your most recent application will be used.

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and/or interviews. We will notify you by e-mail after each of these steps has been completed. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status", and then click "More Information". We expect to make a final job offer within 90 days after the deadline for applications.

For more information on applying for Federal employment, please click [here](#).

[Follow U.S. Customs and Border Protection on Twitter @CustomsBorder](#)

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

Background Investigation: U.S. Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale,

receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. A polygraph examination may be required.

Upon selection, candidates will be required to undergo, and must successfully pass, a Single Scope background investigation for placement into this position. For more information, please see http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml. You will be required to obtain and maintain, at a minimum, a Public Trust clearance.

Bargaining Unit: This position is covered under the bargaining unit.

Promotion Potential: There is no obligation to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and supervisory approval.

Probationary Period: All employees new to the Federal government must serve a one year probationary period during the first year of his/her initial permanent Federal appointment to determine fitness for continued employment. Current and former Federal employees may also be required to serve or complete a probationary period.

CBP uses E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

Every individual receives a fair opportunity throughout the Federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Residency: If you are not currently a CBP employee, you must meet one or more of the following primary residency criteria for the last three years prior to applying to this announcement:

1. Resided in the United States or its protectorate or territories (excluding short trips abroad, such as vacations);
2. Worked for the United States government as an employee overseas in a Federal or military capacity; or
3. Have been a dependent of a United States Federal or military employee serving overseas.

Exceptions may be granted to applicants if they can provide complete stateside coverage information required to make a suitability/security determination. Examples include: the stateside addresses of anyone who worked or studied with the applicant while overseas; the company headquarters where the applicant's personnel file is located; professor(s) in charge of the applicant's "Study Abroad"

program; or church records for the applicant's overseas church missions. Applicants must provide this information with their application for employment.